

USCHS Development Internship

Development Interns at the U.S. Capitol Historical Society are important participants in our mission of inspiring informed civic participation. Successful applicants will work with both the individual and corporate membership programs to cultivate financial support for USCHS. In addition to developing valuable, highly transferable skills, our interns enjoy the opportunity to participate in events in and around the Capitol.

This program is for undergraduate students currently enrolled in an accredited college or university. Previous fundraising, event planning, and/or database management experience is helpful but not required. This position will be offered to one student each semester. Spring and Fall semester internships will be 15-20 hours per week; Summer semester internships will be 15-30 hours. Interns will receive a stipend of \$15/hour.

Successful applicants will:

- Enjoy being part of a team, and learning from experienced mentors.
- Be interested in nonprofit management and fundraising.
- Have a high comfort level with basic workplace software.
- Write well. You must be able to communicate accurately and professionally.

SAMPLE ASSIGNMENTS FOR DEVELOPMENT INTERNS:

- Database maintenance projects, such as entering new contacts, updating contact information, adding flags to records, etc.
- Event assistance, including setup and registration.
- Update and maintain the current prospect list to find corporations, associations, and foundations who would benefit from USCHS membership.
- Track event and tour attendance in the database.
- Donor cultivation/stewardship projects--for example, sending event photos to VIPs.

TO APPLY:

Please submit a resume and cover letter in PDF format to:

Laura McCulty Stepp LMStepp@USCHS.org **and Jennifer Romberg**
JRomberg@USCHS.org

Application deadlines are listed on the main USCHS internship page.